



Program incentive money (412) is provided by the Oklahoma Department of Career and Technology Education for Business, Marketing, and IT Education (BMITE) to enhance programs and maximize student success. The current allocation for approved funded programs annually is:

- BITE (100%) = \$12,933.00 | BITE (50%) = \$6,466.50
- ME (100%) = \$6,227.00 | ME (50%) = \$3,113.50

(412) incentive money is disbursed quarterly in **September, December, March, & May**.

An additional \$2,200.00 salary supplement (411) for full-time programs is provided to augment the salary of a *CareerTech* instructor for additional time needed to fulfill CTE requirements (i.e., BMITE Teacher Academy, Oklahoma Summit, BPA/DECA chapter activities, program evaluations, and *CareerTech* reports). (411) funds are disbursed in **December** and **May**.

Requirements for Program / School

- A (412) Itemized Expenditure Report must be submitted annually by **September 1st** to BMITE that identifies how 412 money was spent the previous school year. It must be coded as **316** for BITE programs and **312** for Marketing programs
- Annual completion of all required *CareerTech* reports (Salary & Scheduling, Enrollment, Follow-up, etc.)
- Participate in aligning CTSO (BPA / DECA). For schools with multiple BMITE programs, each instructor must show active participation:
 - BPA – advisor & student participation at FLC and/or SLC
 - DECA – advisor & student participation at both FLC and CDC
- All (412) incentive money must be spent within the program for which it was designated
- Programs are expected to spend **90%** of their (412) incentive funds annually

Allowable (412) Purchases

Funds can be used for equipment, software, curriculum, resources, and professional development. Purchases must be placed/used in the classroom of the funded program.

The following are examples of items that can be purchased:

- Computers, iPads, tablets, and other technology appropriate for the program
- Printers, projectors, smartboards, GPS devices, graphics tablets, drones
- Software, curriculum, and instructional websites/platforms
- Instructor professional development (registration, travel, lodging, meals) including BPA/DECA conferences, OK Summit, and New Teacher Academy
- Supplies (printer cartridges, toner, paper, etc.)



- Student BPA/DECA \$400 affiliation fee (covers 20 secondary BPA/DECA and 25 mid-level BPA) Additional memberships must be paid with activity account
- CTSO curriculum materials
- BPA / DECA Blazers (must remain in program)

Disallowable (412) Purchases

The following are examples of items that **cannot** be purchased:

- Desks/Chairs (furniture)
- Purchases for another *CareerTech* program, other teachers, or classrooms
- Purchases for common use (large monitor/screen for commons area, school computer labs, printers, or other equipment for use in another area, etc.)
- Student BPA/DECA registration or travel to activities/events
- Fundraising supplies for BPA/DECA (includes school stores)
- Substitute teachers pay (except when instructor is participating in *CareerTech* activity)
- Normal classroom expenditures (utilities, fixtures, repairs, carpeting, etc.)
- Membership dues for professional organizations (OkACTE, OKSTE, NBEA, etc.)
- Extra *CareerTech* pay

Replacing Equipment

If you are replacing equipment, follow your school policy on disposing of old equipment. A school may move old equipment to other teachers/classrooms, preferably a *CareerTech* program if possible, provided it is no longer needed in the funded program.

Other Suggestions

- Work with principal/encumbrance clerk on the process for requesting purchases. Determine final date for submitting P.O.'s – many schools have a spring deadline for submission
- Make a three-year program strategic plan to identify how funding will be spent
- All program funds should be spent each year to maintain program quality. If funds are not spent (**at least 90%**), the school will be contacted to determine how funds are being utilized
- If a school is not allowing access to program funds, we can provide guidance for administration
- If you have questions about a potential purchase, contact the BMITE office at 405.743.5119